



CITY OF ALBUQUERQUE

CULTURAL SERVICES DEPARTMENT

Thank you for inquiring about the use of the City of Albuquerque Civic Plaza.

- The Rental Application for Civic Plaza must be filled out completely and returned with the damage deposit (made payable to the City of Albuquerque) in order to confirm your requested date(s) for usage.
- Payment of Civic Plaza rental fees is due no later than ten (10) days before the date of the event, and it is the responsibility of the renter to make sure that all fees are paid on time - you will not receive a reminder.

Below is a description of the fees for the use of Civic Plaza and any additional requirements:

Damage Deposit

Civic Plaza	\$1000 refundable damage/ cleaning deposit
Dressing Rooms	\$300 refundable damage/ cleaning deposit

Permit Fees

Civic Plaza	\$60.00 per hour
Dressing Rooms	2 Rooms/ \$175.00 per day; 1Room/ \$90.00 per day
Electrical Hookups	110 outlet/ \$15.00 per day; 220 outlet/ \$25.00 per day
Potable Water Hookups	\$25.00 per day

- It is the responsibility of the renter to provide all labor and equipment.

Renter shall procure and maintain at its expense for the event date(s), commercial general liability insurance in the amount of \$1,000,000 per occurrence and in the aggregate, with insurance companies authorized to do business in the State of New Mexico. No fewer than ten (10) days before the first scheduled use, the renter shall furnish to the City a certificate or certificates in a form satisfactory to the City showing that it has complied. With respect to all coverage required, the City shall be named an additional insured and all coverage afforded shall be primary with respect to operations provided.

If you have any questions, feel free to call me at (505) 768.3577 or email me at mpcandelaria@cabq.gov.

Mail or hand carry completed application to my attention at: Cultural Services Department, P.O. Box 1293, Albuquerque, NM 87102 (City/County Bldg., 400 Marquette Ave. NW, 6th Floor, Ste. 605). You may also fax the application to my office at 768.2846

Martin Candelaria
Office Assistant, Special Events

CIVIC PLAZA RENTAL APPLICATION

IMPORTANT: A \$1,000 Damage Deposit is required to use Civic Plaza. The Damage Deposit will be returned after the event providing there is no damage to Civic Plaza and/or the surrounding area as a result of your event.

Civic Plaza is available for rental for general arts, entertainment and/or educational purposes only. The City may deny a Civic Plaza Rental Application if the Mayor determines that the proposed use is not in the best interest of the City.

A Temporary Food Permit is required by all vendors serving and/or selling food at the event. It is the event organizers responsibility to notify Environmental Health (768-2643) as soon as possible. Any individual selling food and/or merchandise is also required to have a valid City of Albuquerque Business Registration.

Please fill in the following information, which will become a part of the Facility Permit. Any information left incomplete or incorrect will delay confirmation of dates requested.

Name of Organization: _____

Contact Person: _____ Title: _____

Phone: _____ Address: _____ Zip: _____

Event Name: _____ Event Date(s): _____

Provide a timeline below, including event dates and times, as well as dates and times for set-up and tear-down: _____

Please provide a complete description of your event. Also, attach a site plan of the event including all equipment to be used? (I.E. chairs, tents, displays, vendors, fun jumps, etc.) _____

Please describe your clean-up plan during and after the event, including when the clean-up will be complete. Clean-up must be completed in a timely manner, immediately following the event.

Will there be vendors (merchandise, crafts, novelty, etc.) at the event? _____ yes _____ no

If yes, what type of vendors and how many? _____

Will there be food at the event? _____ yes _____ no

If yes, please describe the types and number of food vendors you will have, and/or if the event will be catered: _____

Will there be liquor at the event? _____ yes _____ no

(If yes, an area must be fenced off with required security, so liquor can be contained. All necessary permits must also be obtained.)

Will there be entertainment? _____ yes _____ no

Will there be amplified Sound? _____ yes _____ no **(If yes, a noise permit is required.)**

Who will be providing the sound equipment for the event? Please include contact person and phone number. _____

Who will be running the sound at the event? Please include contact person and phone number. _____

Will you require electricity? _____ yes _____ no

Please describe your electrical needs. List everything and everyone that will require electricity and if they will require 110 or 220. (I.E. vendors, fun jumps, sound, etc.) An electrician may be required, for an additional cost, depending on your electrical needs. _____

Will you need the use of the Dressing Rooms? _____ yes _____ no

(Dressing rooms are for performers to change only. Restrooms in dressing rooms can not be used by general public.)

What type of Security Plan will you have in place at the event? Include number of APD officers, private security officers, etc.: _____

This event is _____ Public _____ Private. Approximate number of persons expected to attend: _____

Signature: _____ Date: _____

VEHICLES ARE NOT ALLOWED ON CIVIC PLAZA FOR ANY REASON WHAT SO EVER.

3rd St

Tijeras

Tijeras

Convention Center

Underground Parking

Loading Dock

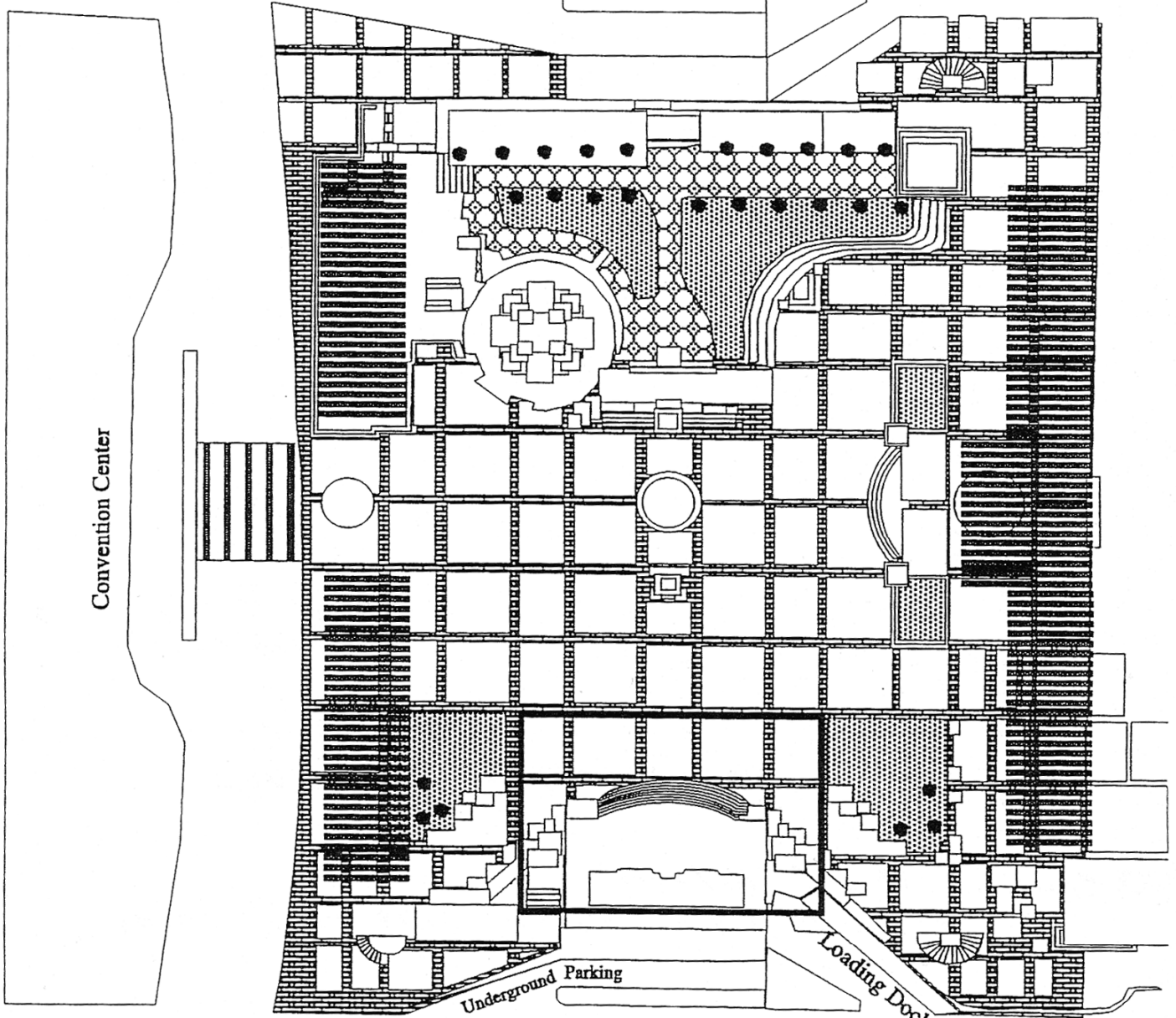
Marquette

Marquette

3rd St

North Plaza Parking
Permit Only

4th St



Appendix A (Civic Plaza Policy)

POLICIES AND PROCEDURES

The following policies and procedures are for the use of the Civic Plaza. It is the purpose of these policies and procedures to inform the Permittee of what is expected while occupying the Plaza.

Reservations and Deposits. A verbal reservation will hold an available date on the calendar for up to 10 days. Your reservation will not be confirmed until all the necessary paperwork is complete and fees are paid in full.

It is the Permittee's responsibility to make sure that:

1. The Rental Application is turned in with complete and accurate information;
2. The Facility Permit is signed and turned in with the appropriate deposits and rent;
3. All additional (if necessary) permits are acquired;
4. The City has a Certificate of Insurance, and
5. All deadlines for providing the above-listed items are met.

Insurance. It is the responsibility of the Permittee to procure and maintain at its expense commercial general liability insurance in the amount of \$1,000,000. The City of Albuquerque shall be named an additional insured. If for any reason the Permittee fails to provide a Certificate of Insurance no later than seven (10) days prior to the event, the event may be cancelled.

Personnel. It is the Permittee's responsibility to provide staff for the event, which shall include set-up, take down, and clean up. The City will not provide any staff. The only exceptions are for specialized electrical hook-ups and/or for a request by the Permittee to have the water fountain operating during general non-operating hours. The individuals must be City employees, and an additional fee may be required.

General Rules

No vehicles of any kind are allowed on the Plaza. All loading/unloading must be done from the street or from the loading dock, if it is available.

It is the Permittee's responsibility to provide all necessary and/or desired equipment for the event, to include set up and tear down. Permittee is also responsible for securing all equipment used at/for the event (i.e. chairs, tables, canopies, etc.).

It is the responsibility of the Permittee to leave the Civic Plaza (dressing rooms included) and the adjacent areas, in the same state of cleanliness they were in prior to the event. This includes removing all objects brought on site, as well as removing all trash from the Civic Plaza.

The food vendors secured by the Permittee for the event are required to cover the ground within their vending area and a three foot perimeter around their area to minimize damage to the concrete. If any excess follow-up cleaning is required, the Permittee will be charged for the additional cleaning costs.

Permittee must have all necessary permits before **and during** the day of the event, such as street barricading, food and/or noise permits, tent inspections, and liquor licensing, if applicable. It is recommended that the Permittee attend an Event Permitting Meeting for any large scale event (i.e. concert, showcase, festival, etc.); most additional permits can be acquired at this meeting.

To accompany the signed Facility Permit, the Permittee must supply a complete list of any and all vendor(s), including what they will be vending, as well as a valid mailing address and phone number. Hours of Civic Plaza use shall be listed on the Facility Permit; hours must include set-up, tear-down, and clean up time.

If a street closure is required, as part of your event, it is the Permittee's responsibility to not only obtain a barricading permit, but also, to notify the adjacent businesses that may be impacted as a result of the street closure.

Permittee may be required to provide security if the Special Events Manager, or the Special Events Permit Committee, feels it is necessary for the safety of the public.

It is the responsibility of the Permittee to supervise the conduct of the hired and/or volunteer staff, vendors, and the event participants when on the Civic Plaza.

Permittee must list all equipment and enclose a layout of the event along with the Civic Plaza Rental Application. (Appendix B).

Restrictions

No Vehicles of any kind may be brought on to the Civic Plaza

Hot air balloons are not allowed on the Civic Plaza

No breaking into any of the Civic Plaza concrete structures

No body piercing

Noise levels maintained at 90 decibels at speakers

No public access into dressing rooms

Portable Restrooms are required for all events

No equipment may be left on the Civic Plaza beyond the "Term" of the Facility Permit

During the event, including set-up and tear-down, a representative must be on hand at all time

Any electrical hard wiring must be done by a certified City electrician for an additional fee